

Neighborhood Assistance Program Reporting Instructions

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Required NAP Reports

The following reports are required:

1. 60% Benchmark Report
2. 100% Benchmark Report
3. Close-out Report

Report Name	Due Date	Report Type
60% Benchmark Report	January 13, 2020	IHCDAOnline
100% Benchmark Report	April 13, 2020	IHCDAOnline
Close-Out Report	September 30, 2020	Jotform

If the NAP program administrator or NAP agency needs information for accessing their account on IHCDAOnline, including registering for the first time, please refer to the Partner's Guide to IHCDAOnline, which can be found here: <https://online.ihcda.in.gov/AuthorityOnline/Links.htm> . If an agency has any issues following the instructions in the Partner's Guide, please email claims@ihcda.in.gov.

The Jotform link for the Close-out Report will be sent out when it is available. In addition, the link will be posted on the NAP website.

60% Benchmark Report -Due January 13, 2020

60% Benchmark Report is the first report of the NAP cycle and is due six (6) months after the award date. It includes all donations received between July 1 and December 31. This report must reflect a sale of a minimum of 60% of the organization's total tax credit allocation. This report is electronic and is submitted via IHCDAOnline. If an organization fails to distribute at least 60% of its allocation, or fails to submit the report on time, it will lose eligibility for the next round of NAP credits and it may have any unused credits deallocated. If at any time you have issues with the reporting system, email IHCDA's Financial Operations department at claims@ihcda.in.gov. Program staff will not be able to assist you.

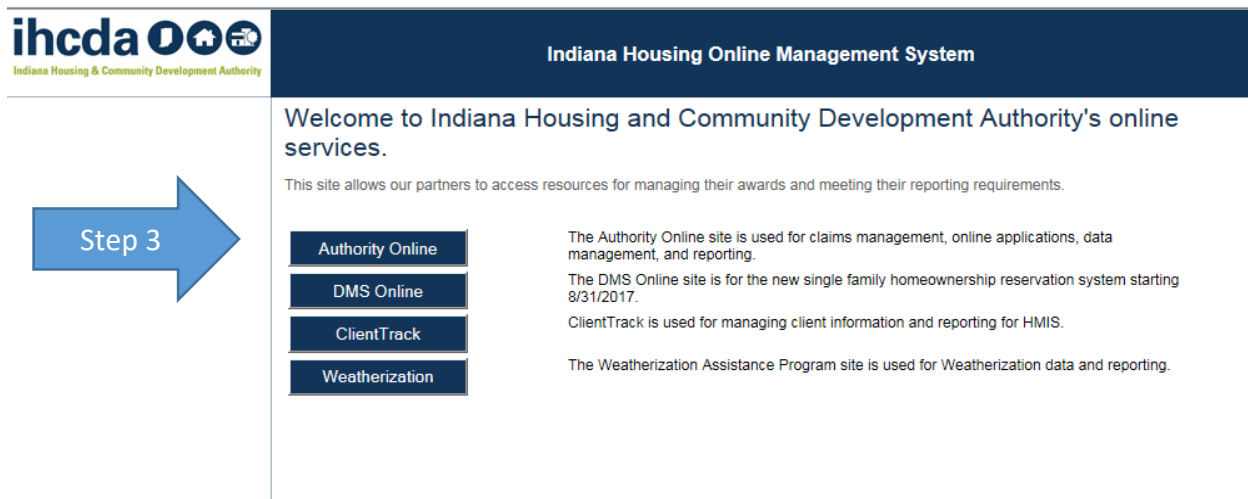
Step 1: Gather all donations received between July 1 and December 31. Agencies should be collecting donor information as they donate, so a list can be ready for the benchmark report. Before submitting a report, it's a good practice to review the information to ensure it is correct.


You will need their name, social security number, the dollar amount donated and the date of donation

Please note there is no form that you are required to submit to IHCD. Submitting the 60% and 100% Benchmark Report in IHCDOnline is the only donor information that IHCD requires. However, agencies should keep copies of the Donor Contribution Form for each donation.

Step 2: Access the **Online.IHCD.in.gov** website

Step 3: Click on “Authority Online”



ihcda 
Indiana Housing & Community Development Authority

Indiana Housing Online Management System

Welcome to Indiana Housing and Community Development Authority's online services.

This site allows our partners to access resources for managing their awards and meeting their reporting requirements.

Step 3 →

- Authority Online**
The Authority Online site is used for claims management, online applications, data management, and reporting.
- DMS Online**
The DMS Online site is for the new single family homeownership reservation system starting 8/31/2017.
- ClientTrack**
ClientTrack is used for managing client information and reporting for HMIS.
- Weatherization**
The Weatherization Assistance Program site is used for Weatherization data and reporting.

Step 4: Enter Log-in information -“Username” and “Password”

Welcome to the Authority DMS Online Management System

This site will allow organizations working with the Indiana Housing and Community Development Authority to manage information about their awards. Some of the features of this site are claims management, Owner Certifications, IDA Awards, NAP Reporting, and the Single Family software download. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes. If you are having problems logging in or creating a profile please email claims@ihcda.in.gov.

Step 4

Username: [New User? Register Here.](#)
Password:
[Forgot Your Password?](#)

Only continue if you are using a supported browser. The current supported browsers are:

- Internet Explorer 10.0
- Internet Explorer 9.0
- Firefox 17
- Firefox 18

[Online Resources and Training Videos](#)

Click [Here](#) to visit the IHCDA website.

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Step 5: Select NAP. This page may look different depending on the types of awards and contracts the organization has with IHCDA.

My Profile

Step 5


Programs

[NAP](#) Neighborhood Assistance Program. This will allow awardees to enter their semi-annual reporting as well as apply for the NAP program during open rounds.

[My Profile](#) Manage your profile including your password, contact information, your organization information, and other information about your organization.

Many features of the Authority Online system are based your organization. In some cases, you may need to share your 'Organization Code' with another organization or with someone in your organization who is registering as a new user. This organization code can be found from your profile screen on the 'My Organization' page.

Step 6: Choose the correct NAP Contract from the list



Welcome Veda Morris-May

Indiana Housing Online Management System

[Logout](#)
[Help](#)
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[Return To Programs Listing](#)
[NAP Application List](#)
[Add NAP Application](#)
[My Profile](#)
[Manage Users](#)

Step 6

NAP Application Listing

Application No.	Reports	Organization	Status	Award Number	Award Amount
2009-NP-00135	0/2 Reports	IHCDA	Closed	NP-00-999	\$5,000.00
2011-NP-358	N/A	IHCDA	Cancelled	N/A	\$0.00
NAPTEST1	0/2 Reports	IHCDA	Closed	NAPTEST1	\$80.00
2011-NP-526	1/2 Reports	IHCDA	Closed	NP-010-999	\$5,000.00
2014-NP-002X	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-020	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-020	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-021X	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-025	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-257	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-259	1/2 Reports	IHCDA	Closed	2014-NP-259	\$0.01

This will bring you to your agency's cover page for your NAP your agency's NAP application's cover page

Step 7: Select NAP Semi-Annual reporting



Welcome Test Person

Kinwell Academy, Inc.

Indiana Housing Online Management System

[Logout](#)
[Help](#)
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[NAP Application List](#)
[NAP Semi-Annual Reporting](#)
[NAP Application](#)
Application No.: 2019-NP-152
Application Status: Open
[Cover Page](#)
[Application Information](#)
[Economic Disadvantage](#)
[Financing](#)
[Organizational Capacity](#)
[Activities](#)
[Upload Documents](#)
[Application Receipt](#)
[Print Required NAP Signature](#)
[Certifications](#)
[Print Required NAP Terms](#)
[Document and Sign](#)

Step 7

Neighborhood Assistance Program (NAP) Application Cover Page

Please select the funding round for the Neighborhood Assistance Program (NAP) Application that you would like to submit.

Funding Round Selection

No rounds are available at this time. NAP applications may not be submitted until a round is available.

Step 8: Fill out the report

- a) The period for the 60% Benchmark report is “First Half.” The donations must be made between July1-December 31. **Do not enter names for the 60% benchmark Report outside of this timeframe.**
- b) Enter the contribution information for each donor and **double check that the information entered is correct.** Incorrect information could put your donor’s tax credit and your organizations NAP eligibility at risk.
 Name
 Social Security Number
 Address
 Donation Amount that is eligible for a NAP credit: the lessor of the full amount donated OR \$25,000 OR half of the credits your agency has remaining
 Donation Date
- c) Hit the “Submit Report” once all of the donor information has been entered.
- d) The report will show “Submitted” at the top right-hand corner once the process has been completed. **PLEASE CHECK FOR THAT BEFORE EMAILING IHCD A STAFF TO ASK IF YOUR REPORT WAS CORRECTLY SUBMITTED.**
- e) Once you hit submit the report will show the results for the period which includes the De-allocation benchmark, percentage of credits distributed and the total credits to be de-allocated if the benchmark is not met.

The screenshot shows the 'Neighborhood Assistance Annual Reporting' page. Annotations point to specific features:

- 8a** points to the 'Submit Report' button.
- 8b** points to the 'Award Information' section.
- 8c** points to the 'View Application' link.
- 8d** points to the 'Report Status' field showing 'Submitted'.
- 8e** points to the 'Results for Period' summary table.

Award Information

Name of Organization: IHCD
 Award Number: NP-010-999
 Original Award Amount: \$5,000.00
 Total To Be DeAllocated: \$0.00
 Total Re-Allocation: \$0.00
 Revised Award Amount: \$5,000.00
 Credits Sold this Period: \$3,250.00
 Total Credits Sold: \$3,250.00
 Remaining Credits to be sold: \$1,750.00

Results for Period

De-Allocation Benchmark:	50.00 %
Percentage of Credits Sold:	65.00 %
Total Credits to be De-Allocated:	\$0.00


Contributors

Name	Address	City	State	Date	Amount
<input type="checkbox"/> Lisa Simms	123 Main	howest	IN	11/15/2010	\$1,000.00
<input type="checkbox"/> deloris johnson	123 main	howest	IN	9/11/2010	\$2,500.00
<input type="checkbox"/> April Jones	123 main	howest	IN	12/14/2010	\$3,000.00

9. Donation Entry Information

The total that you see in IHCDOnline for your organization will be the amount of tax credits that your organization has distributed. For example:

- a. Your agency was allocated \$5,000 in tax credits.
- b. You enter the following Donor Contributions totaling \$6,500:
 - i. Lisa Simms 123 Main St, Howell IN, 11111, ss# 000-00-0000, \$1,000 Donation
 - ii. Deloris Johnson 123 Main St., Howell, IN 22222, ss# 111-11-1111, \$2,500 Donation
 - iii. April Jones, 123 Main St. Howell, IN 33333, ss# 333-33-3333, \$3,000.00 Donation
- c. After entering all of the Donor contributions above in IHCDOnline it will show that \$3,250 in tax credits have been distributed.
 - i. $\text{Donations}/2 = \text{Tax Credits distributed. } \$6,500.00/2 = \$3,250.$
- d. You have distributed \$3,250 of your \$5,000 awarded NAP credits. This would result in using 65% of your tax credits being distributed, which means your organization has met the 60% Benchmark requirement.

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Indiana Housing & Community Development Authority

Logout
Help
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Indiana Housing Online Management System

Neighborhood Assistance Program Semi-Annual Reporting

The report has been submitted to IHCD for review.

For Award: NF-010-999 Report Status: Submitted Report Submitted On: 5/13/2019
Award Start Date: 7/1/2010 Award End Date: 6/30/2011
For Period: First Half

[View Application](#)

Submit Report

Award Information

Name of Organization: IHCD Award Number: NF-010-999 Original Award Amount: \$5,000.00 Total To Be DeAllocated: \$0.00 Total Re-Allocation: \$0.00 Revised Award Amount: \$5,000.00 Credits Sold this Period: \$3,250.00 Total Credits Sold: \$3,250.00 Remaining Credits to be sold: \$1,750.00	Results for Period: De-Allocation Benchmark: 50.00 % Percentage of Credits Sold: 65.00 % Total Credits to be De-Allocated: \$0.00
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Contributors

Delete Selected Contributors

Name	Address	Tax ID #	City	State	Date	Amount	Zip Code
<input type="checkbox"/>	Lisa Simms	259-52-9666	11/15/2010			\$1,000.00	
<input type="checkbox"/>	123 Main	howell	IN			45666	
<input type="checkbox"/>	deloris johnson	235-15-5059	9/11/2010			\$2,500.00	
<input type="checkbox"/>	123 main	howell	IN			45666	
<input type="checkbox"/>	April Jones	235-25-2525	12/14/2010			\$3,000.00	
<input type="checkbox"/>	123 main	howell	IN			45666	

Delete Selected Contributors

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10. Below is a sample of a report that was submitted that did not meet the 60% benchmark criteria and may be deallocated credits.

- a. Your agency was allocated \$5,000 in tax credits.
- b. You enter the following Donor Contributions totaling \$1,650.00:
 - i. Lisa Simms 123 Main St, Howell IN, 11111, ss# 000-00-0000, \$500 Donation
 - ii. Deloris Johnson 123 Main St., Howell, IN 22222, ss# 111-11-1111, \$150 Donation
 - iii. April Jones, 123 Main St. Howell, IN 33333, ss# 333-33-3333, \$1,000.00 Donation
- c. After entering all of the Donor contributions above In IHCDOnline by December 31 it will show that \$825 in tax credits have been distributed.
- iv. $\text{Donations} / 2 = \text{Tax Credits distributed. } \$1,650.00 / 2 = \$825$

- d. You have distributed \$825 out of \$5,000 in NAP credits. This would result in using 16.5% of your tax credits being distributed, which means your organization has not met the 60% Benchmark requirement.

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Neighborhood Assistance Program Semi-Annual Reporting

For Award: NP-010-999 Report Status: Submitted Report Submitted On: 5/27/2011
Award Start Date: 7/1/2010 Award End Date: 6/30/2011
For Period: First Half

[View Application](#)

Award Information

Name of Organization: IHCDIA	Results for Period:
Award Number: NP-010-999	De-Allocation Benchmark: 50.00 %
Original Award Amount: \$5,000.00	Percentage of Credits Sold: 16.50 %
Total To Be De-Allocated: \$0.00	Total Credits to be De-Allocated: \$1,675.00
Total Re-Allocation: \$0.00	
Revised Award Amount: \$5,000.00	
Credits Sold this Period: \$825.00	
Total Credits Sold: \$825.00	
Remaining Credits to be sold: \$4,175.00	

Contributors

Name Address	Tax ID # City	Date State	Amount Zip Code
<input type="checkbox"/> deloris Johnson 123 main Street	235-15-5959 howell	5/25/2011 IN	\$500.00 46555
<input type="checkbox"/> Lisa Sims 123 Main	259-52-9886 howell	5/12/2011 IN	\$150.00 46666
<input type="checkbox"/> Ashly Jones 45 hove	235-25-2525 howell	5/24/2011 IN	\$1,000.00 45555

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100% Benchmark Report – Due April 13, 2020

The 100% Benchmark Report includes all donations received between January 1, 2021 and March 31. This report must reflect a sale of a minimum of 100% of the organization's total tax credit allocation. This report is electronic and is submitted via IHCDOnline. If an organization fails to distribute 100% of its allocation, it will lose eligibility for the next round of NAP credits.

If at any time you have issues with the reporting system, email IHCD's Financial Operations department at claims@ihcda.in.gov. Program staff will not be able to assist you.

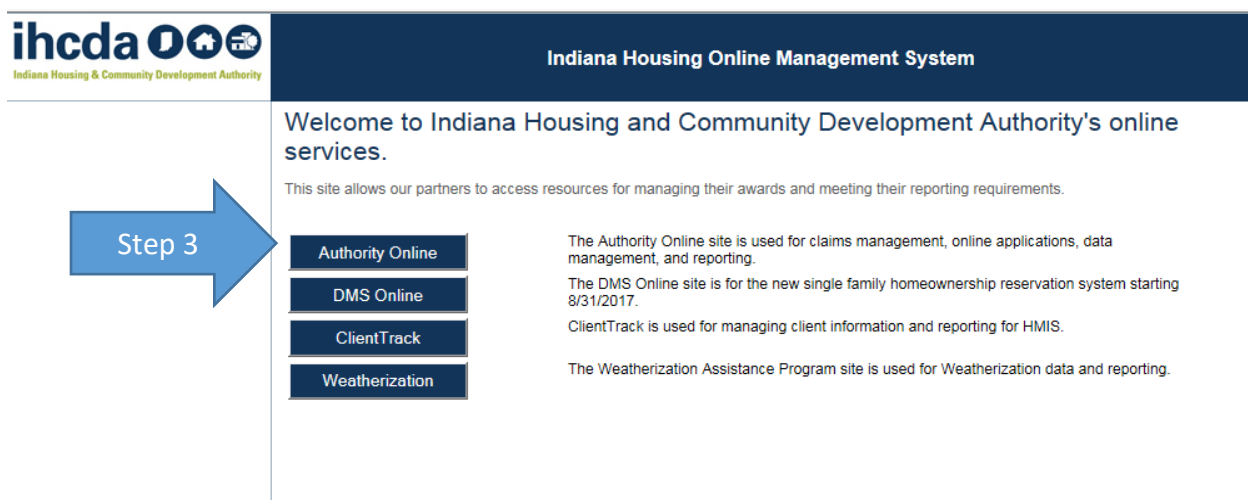
Step 1: Gather all donations received between January 1 and March 31. Agencies should be collecting donor information as they donate, so a list can be ready for the benchmark report. Before submitting a report, it's a good practice to review the information to ensure it is correct.

You will need their name, social security number, the dollar amount donated and the date of the donation.

Please note there is no form that you are required to submit to IHCD. Submitting the 100% Benchmark Report in IHCDOnline is the only donor information that IHCD requires. However, agencies should keep copies of the Donor Contribution Form for each donation.

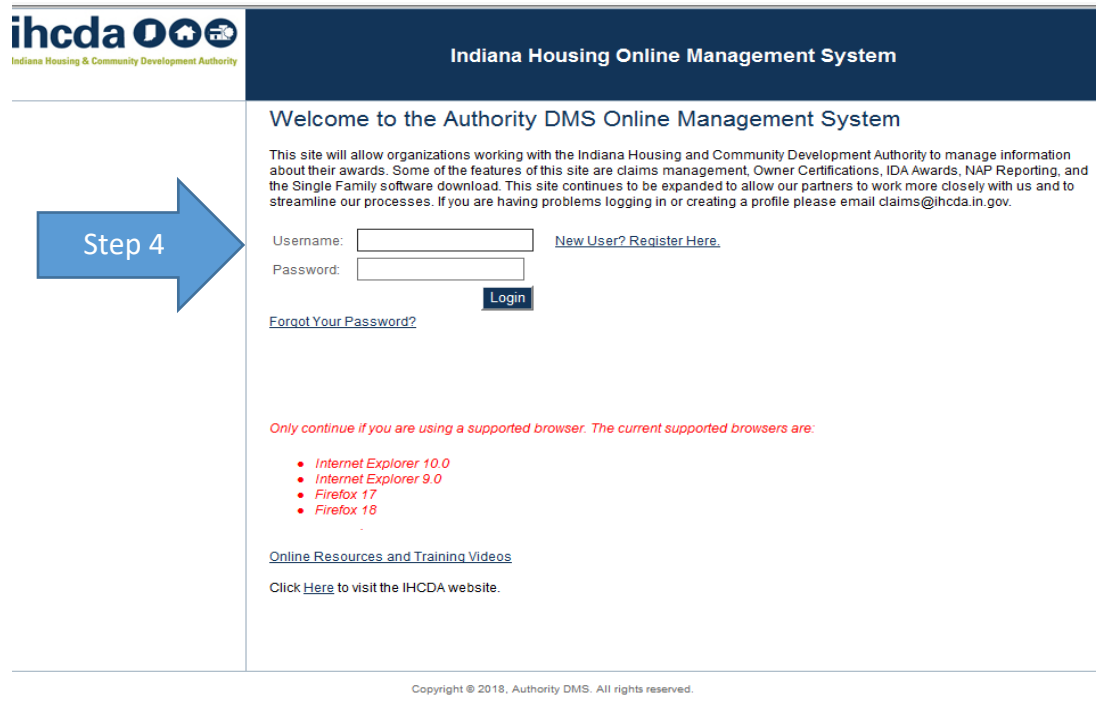
Step 2: Access the **Online.IHCD.in.gov** website


Step 3: Click on "Authority Online"



The screenshot shows the homepage of the Indiana Housing Online Management System. On the left, there is a blue arrow pointing right with the text "Step 3". The page header includes the IHCD logo and the text "Indiana Housing & Community Development Authority" on the left, and "Indiana Housing Online Management System" on the right. The main content area has a welcome message: "Welcome to Indiana Housing and Community Development Authority's online services." Below this, it states: "This site allows our partners to access resources for managing their awards and meeting their reporting requirements." There are four buttons in a vertical stack: "Authority Online", "DMS Online", "ClientTrack", and "Weatherization". To the right of these buttons, there are three paragraphs of text: "The Authority Online site is used for claims management, online applications, data management, and reporting.", "The DMS Online site is for the new single family homeownership reservation system starting 8/31/2017.", and "ClientTrack is used for managing client information and reporting for HMIS." Below these, it says "The Weatherization Assistance Program site is used for Weatherization data and reporting."

Step 4: Enter Log-in information - "Username" and "Password"



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Indiana Housing & Community Development Authority

Indiana Housing Online Management System

Welcome to the Authority DMS Online Management System

This site will allow organizations working with the Indiana Housing and Community Development Authority to manage information about their awards. Some of the features of this site are claims management, Owner Certifications, IDA Awards, NAP Reporting, and the Single Family software download. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes. If you are having problems logging in or creating a profile please email claims@ihcda.in.gov.

Username: [New User? Register Here.](#)

Password:

[Forgot Your Password?](#)

Only continue if you are using a supported browser. The current supported browsers are:

- Internet Explorer 10.0
- Internet Explorer 9.0
- Firefox 17
- Firefox 18

[Online Resources and Training Videos](#)

Click [Here](#) to visit the IHCD website.

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Step 5: Select NAP. This page may look different depending on the types of awards and contracts the organization has with IHCD.



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Welcome Veda Morris-May

Indiana Housing Online Management System

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[Help](#)
19:14

My Profile


Programs

[NAP](#) Neighborhood Assistance Program. This will allow awardees to enter their semi-annual reporting as well as apply for the NAP program during open rounds.

[My Profile](#) Manage your profile including your password, contact information, your organization information, and other information about your organization.

Many features of the Authority Online system are based your organization. In some cases, you may need to share your 'Organization Code' with another organization or with someone in your organization who is registering as a new user. This organization code can be found from your profile screen on the 'My Organization' page.

Step 6: Choose the correct NAP Contract from the list



Welcome Veda Morris-May

Indiana Housing Online Management System

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[Return To Programs Listing](#)
[NAP Application List](#)
[Add NAP Application](#)
[My Profile](#)
[Manage Users](#)


Step 6

NAP Application Listing

Application No.	Reports	Organization	Status	Award Number	Award Amount
2009-NP-00135	0/2 Reports	IHCDA	Closed	NP-00-999	\$5,000.00
2011-NP-358	N/A	IHCDA	Cancelled	N/A	\$0.00
NAPTEST1	0/2 Reports	IHCDA	Closed	NAPTEST1	\$60.00
2011-NP-526	1/2 Reports	IHCDA	Closed	NP-010-999	\$5,000.00
2014-NP-002X	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-020	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-020	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-021X	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-025	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-257	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-259	1/2 Reports	IHCDA	Closed	2014-NP-259	\$0.01

This will bring you to your agency's cover page for your NAP your agency's NAP application's cover page

Step 7: Select NAP Semi-Annual reporting



Welcome Test Person

Kinwell Academy, Inc.

Indiana Housing Online Management System

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[NAP Application List](#)
[NAP Semi-Annual Reporting](#)
[NAP Application](#)
Application No.: 2019-NP-152
Application Status: Open
[Cover Page](#)
[Application Information](#)
[Economic Disadvantage](#)
[Financing](#)
[Organizational Capacity](#)
[Activities](#)
[Upload Documents](#)
[Application Receipt](#)
[Print Required NAP Signature](#)
[Certifications](#)
[Print Required NAP Terms](#)
[Document and Sign](#)

Step 7

Neighborhood Assistance Program (NAP) Application Cover Page

Please select the funding round for the Neighborhood Assistance Program (NAP) Application that you would like to submit.

Funding Round Selection

No rounds are available at this time. NAP applications may not be submitted until a round is available.

Step 8: Fill out the report

- The period for the 100% Benchmark report is “Second Half.” **Do not enter names unless the donation was made after January 1.** To access the second half report you have to change the “For Period” drop down to Second Half.
- Enter the contribution information for each donor and **double check that the information entered is correct.** Incorrect information could put your donor’s tax credit and your organizations NAP eligibility at risk.
 - Name
 - Social Security Number
 - Address
 - Donation Amount
 - Donation Date
- Hit the “Submit Report” once all of the donor information has been entered.
- The report will show “Submitted” at the top right-hand corner once the process has been completed. **PLEASE CHECK FOR THAT BEFORE EMAILING IHCDIA STAFF TO ASK IF YOUR REPORT WAS CORRECTLY SUBMITTED.**
- Once you hit submit the report will show the results for the period which will show the percentage of credits distributed.

Neighborhood Assistance Program Semi-Annual Reporting

8d (points to title)

The report has been submitted to IHCDIA for review.

For Award: NAPTEST1 Report Status: Submitted Report Submitted On: 3/11/2020
Award Start Date: 7/1/2017 Award End Date: 6/30/2018
For Period: **Second Half** (dropdown menu)

8c (points to Submit Report button)

[View Application](#)

8a (points to Submit Report button)

Award Information

Name of Organization: IHCDIA
Award Number: NAPTEST1
Original Award Amount: \$15,000.00
Total To Be DeAllocated: \$0.00
Total Re-Allocation: \$0.00
Revised Award Amount: \$15,000.00
Credits Sold this Period: \$14,985.00
Total Credits Sold: \$15,000.00
Remaining Credits to be sold: \$0.00

Results for Period

De-Allocation Benchmark:	100.00 %
Percentage of Credits Sold:	100.00 %
Total Credits to be De-Allocated:	\$0.00

8e (points to Results for Period table)

Contributors

8b (points to Contributors table)

Delete Selected Contributors

	Name Address	Tax ID # City	Date State	Donation Amount Zip Code
<input type="checkbox"/>	second test	111-22-3333	5/28/2018	\$90.00
<input type="checkbox"/>	2 main st	Indianapolis	IN	46204
<input type="checkbox"/>	third test	111-11-2222	3/1/2018	\$500.00
<input type="checkbox"/>	1 main st	galveston	IN	46932
<input type="checkbox"/>	Jane Doe	000-00-0000	3/1/2018	\$7,500.00
<input type="checkbox"/>	1 Prosperity Lane	Anderson	IN	46016
<input type="checkbox"/>	Patsy Poo	111-11-1111	1/21/2018	\$7,205.00
<input type="checkbox"/>	Pat Poo	111-11-1111	1/21/2018	\$7,205.00

Close-Out Report – Due September 30, 2020

The Expenditure Close-out Report is completed in JotForm via a hyperlink that will be emailed to the Executive Director and the NAP program contact person. The link will be posted to the NAP webpage on IHCD's partner website as well: <https://www.in.gov/ihcda/4109.htm>. If the organization does not receive the link and cannot find it on IHCD's website at least two weeks before the report deadline (given in the NAP manual), that organization should contact IHCD staff: nap@ihcda.in.gov. Not receiving the link directly will not be an acceptable reason for a late report.

If the organization does not complete the 2020 close-out report by the September 27, 2021 due date, the organization will lose eligibility for three (3) program cycles: 2022-2023, 2023-2024, and 2024-2025

Nap	Tax	Credits.
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